



CITY OF GILLETTE  
BUILDING INSPECTION DIVISION  
201 E. Fifth Street, 2nd Floor  
Gillette, WY 82716  
Telephone: (307) 686-5260  
[www.gillettewy.gov](http://www.gillettewy.gov)

## INSTRUCTIONS FOR COMPLETING THE CITY OF GILLETTE INDIVIDUAL TRADE LICENSE APPLICATION (RENEWAL)

The City of Gillette has adopted the 2015 Building Codes. For additional information pertaining to City Codes, please refer to the City Codes at [www.gillettewy.gov](http://www.gillettewy.gov) > City Government > Current City Code > Chapter 5 "Buildings" for specifics.

**USE THIS FORM IF** - The license applicant is seeking to renew is current and in good standing with the City. Note: The completed application must be received by Building Inspection within the 30-day grace period to be considered a renewal. Completed application received within the grace period, but after the submittal deadline, will **not** keep your license from lapsing.

**DO NOT USE THIS FORM IF** - Applicant has not previously been licensed with the City. Applicant presently holds a trade license with the City and wishes to add a new trade license. **Note: Individuals seeking multiple trade licenses should complete a separate application for each trade/class.** Applicant was licensed with the City for the class of license applying for, however, such license has expired and the 30-day grace period has lapsed or will lapse prior to the completed application being received by Building Inspection. Applicant wishes to change the class of his/her existing City trade license (for example, from a journeyman electrician to a master electrician). In these instances, applicant should use the Individual Trade License Application (NEW) form.

**TRADE LICENSES** - The City requires licensing of individuals in the following trades (classes): Electricians (master, journeyman); Gas Pipefitters (master, journeyman, and apprentice); HVAC Technicians (master, journeyman, and apprentice); Plumbers (master, journeyman, and apprentice) and Refrigeration Technicians (master, journeyman, and apprentice). Please review the following information to determine which license or licenses are appropriate for the type of work to be performed. **Applicants may require more than one trade license.**

**AUTHORIZATION** - Licensing of an individual as an Electrician, Gas Pipefitter, HVAC Technician, Plumber or Refrigeration Technician does NOT authorize the licensee to perform his or her trade within the City limits EXCEPT when such work is done as an owner or payroll employee of an entity that is licensed with the City as a Class D Contractor in the appropriate trade, with the required permit(s) in place.

**APPROVAL PROCESS** - All completed applications for Individual Trade Licenses go before the Board of Examiners for approval. The Board regularly meets the second Tuesday of each month. Once approved by the Board, licenses are immediately active. Denied applications will be notified via mail. If you do not receive a license or notification of denial within one week following the BOE meeting, please contact the Building Inspection Division at 307-686-5260.

**SUBMITTAL DEADLINE** - Applications are submitted to the Building Inspection Division for processing. **Incomplete applications will be returned to the applicant.** Completed applications received by 5:00 PM on the Monday (Tuesday if Monday is a holiday) before the Board's monthly meeting, will go before the Board for approval at that month's meeting. **Applications received or completed after the deadline listed below will be processed for approval at the next BOE meeting.**

DEADLINE	FOR BOE MEETING ON	DEADLINE	FOR BOE MEETING ON
January 2, 2018	January 9, 2018	July 2, 2018	July 10, 2018
February 5, 2018	February 13, 2018	August 6, 2018	August 14, 2018
March 5, 2018	March 13, 2018	September 4, 2018	September 11, 2018
April 2, 2018	April 10, 2018	October 1, 2018	October 9, 2018
April 30, 2018	May 8, 2018	November 5, 2018	November 13, 2018
June 4, 2018	June 12, 2018	December 3, 2018	December 11, 2018

**CONSTRUCTION CODES** - The City has adopted the following construction codes: 2015 International Building Code (2015 IBC), 2015 International Residential Code (2015 IRC), 2015 International Plumbing Code (2015 IPC), 2015 International Mechanical Code (2015 IMC), 2015 International Fuel Gas Code (2015 IFGC), 2015 International Fire Code (2015 IFC), 2015 International Existing Building Code (2015 IEBC), 1997 Uniform Code for the Abatement of Dangerous Buildings, and the 2017 National Electric Code (2017 NEC). For amendments to the adopted codes, see Chapter 5 of the Gillette City Codes. Such amendments are available via the City's website at <http://www.gillettewy.gov> > City Government > Current City Code > Chapter 5 - "Buildings" for specifics.

**QUESTIONS** - If you have questions or need assistance in completing this form, please call the Building Inspection Division at (307) 686-5260 or stop by our office on second floor of City Hall. For questions on testing or State requirements, please contact the applicable testing or State authority.

### **TRADE SPECIFIC REQUIREMENTS**

**ELECTRICIAN - Scope of Work:** Electricians may perform work authorized under the 2017 NEC, as adopted and amended by the City. **State Licensing:** All electricians are required to be properly licensed through the State of Wyoming prior to making application to the City. A copy of applicant's current Wyoming State Electrical License shall accompany the application. Questions regarding testing, licensing, and state reciprocal agreements should be directed to the Wyoming Department of Fire Prevention and Electrical Safety at (307) 777-7288. Information may also be found on its website at <http://wyofire.state.wy.us> > Electrical Safety > Licensing and Exam Applications.

**GAS PIPEFITTER - Scope of Work:** Gas Pipefitters may perform work authorized under the 2015 IFGC, as adopted and amended by the City. Gas Pipefitters may install gas piping inside buildings. Gas Pipefitters may install propane tanks and the gas piping to the building. Gas Pipefitters who wish to perform plumbing and/or HVAC mechanical work shall also hold the applicable Plumber License and/or HVAC Technician License.

**HVAC TECHNICIAN - Scope of Work:** HVAC Technicians may perform work authorized under the 2015 IMC, as adopted and amended by the City. HVAC Technicians who wish to perform Gas Pipefitter work shall also hold a Gas Pipefitter License.

**PLUMBER - Scope of Work:** Plumbers may perform work authorized under the 2015 IPC, as adopted and amended by the City. Plumbers who wish to perform Gas Pipefitter work shall also hold a Gas Pipefitter License.

**REFRIGERATION TECHNICIAN - Scope of Work:** Refrigeration Technicians may perform work authorized under the 2015 IMC, as adopted and amended by the City.

### **SUMMARY**

TRADE	SUPERVISION
Electrician	There shall be at least one City-licensed Master or Journeyman Electrician supervising every one Wyoming State-licensed Apprentice Electrician.
Gas Pipefitter	There shall be at least one City-licensed Master or Journeyman Gas Pipefitter supervising every three Apprentice Gas Pipefitters.
HVAC Mechanical	There shall be at least one City-licensed Master or Journeyman HVAC Technician supervising every three Apprentice HVAC Technicians.
Plumber	There shall be at least one City-licensed Master or Journeyman Plumber supervising every three Apprentice Plumbers.
Refrigeration Technician	There shall be at least one City-licensed Master or Journeyman Refrigeration Technician supervising every three Apprentice Refrigeration Technicians.

<b>ADMINISTRATIVE USE ONLY</b>	
Board of Examiners Action	
[ ] Approved	[ ] Denied
at ____/____/____ Meeting	
License #	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>



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## INDIVIDUAL TRADE LICENSE APPLICATION (RENEWAL)

See instructions for details and additional information. Please complete each field, insert N/A if not applicable.

**INCOMPLETE APPLICATIONS WILL BE RETURNED**

**DATE OF APPLICATION:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note that a separate application is required for each license applied for.**

**TRADE AND CLASS OF LICENSE** (select one):

Plumber    ☐ Master   ☐ Journeyman   ☐ Apprentice  
 Electrician   ☐ Master   ☐ Journeyman

HVAC Mechanical   ☐ Master   ☐ Journeyman   ☐ Apprentice  
 Refrigeration Tech   ☐ Master   ☐ Journeyman   ☐ Apprentice  
 Gas Pipefitter   ☐ Master   ☐ Journeyman   ☐ Apprentice

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_  
 Home Telephone: \_\_\_\_\_ Personal Cellular: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_ Work Cellular: \_\_\_\_\_

### EMPLOYER INFORMATION

Employer Name: \_\_\_\_\_  
 Mailing Address: \* \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_  
 Office Telephone: \_\_\_\_\_

**\* Individual License will be mailed to Employer Address**

### STATUS QUESTIONS

Please answer the following questions and provide additional documentation, if required.		YES	NO
1.	Has applicant been previously licensed with the City of Gillette?		
2.	Has applicant had any vocational license denied, fined, suspended, or revoked in the past year? (For the purpose of this question, having failed an examination does not constitute "denied").  Attach copies of relevant paperwork as needed.		

### STATE LICENSE - ELECTRICIANS ONLY:

Please read the following, fill-in blanks, initial that you have read and understand the content.

\_\_\_\_\_ I have enclosed a copy of my current Wyoming State electrical license, license # \_\_\_\_\_, showing an expiration date of \_\_\_\_\_.

**Continued on next page**

**AUTHORIZATION – ALL TRADES:**

Please read the following, initial that you have read and understand the content.

\_\_\_\_\_ I understand that holding a valid trade license with the City does NOT authorize me to perform my trade within the City limits EXCEPT when such work is done as an owner or payroll employee of an appropriately licensed Class D Contractor, with the required permit(s) in place.

**ACKNOWLEDGEMENT OF APPLICANT**

I, (print name) \_\_\_\_\_, the undersigned, being first duly sworn, state that I am the applicant herein and that the statements made in this Individual Trade License Application are true. I acknowledge that any false, deceptive, or fraudulent statements made in this application, or at a hearing on the same, will result in the denial of license with the City of Gillette and may subject me to charges of false swearing or perjury.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant

RENEWAL APPLICATION FEES					
Electrician	Master	\$5	HVAC Technician	Master	\$50
	Journeyman	\$5		Journeyman	\$25
				Apprentice	\$ 5
Plumber	Master	\$50	Gas Pipefitter	Master	\$50
	Journeyman	\$25		Journeyman	\$25
	Apprentice	\$ 5		Apprentice	\$ 5
Refrigeration Tech	Master	\$50			
	Journeyman	\$25			
	Apprentice	\$ 5			